

May 6, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES' (DCFS) REQUEST TO APPOINT MANAGEMENT POSITION – DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES**

Consistent with the August 4, 1998 Board-approved policy on management appointments, we received the attached request from DCFS, to appoint Angela Carter to the position of Deputy Director at an annual salary of \$127,000 (\$10,583 per month – 3<sup>rd</sup> quartile of R14).

DCFS' FY 2002-03 Adopted Budget contains funding for four Deputy Director positions; however, the Department is in the process of finalizing a proposal for a new organizational structure. Although the details have not yet been finalized and provided to my office, I support in concept the proposed structure which includes splitting the current Bureau of Finance and Administration into two bureaus – Bureau of Finance and Bureau of Administration. Each bureau will be headed by an R14 level Deputy Director. These positions will be included in FY 2003-04 Final Changes. Attached is a copy of the Department's proposed organizational structure for the Bureau of Finance and Bureau of Administration for your reference, as well as the current organizational structure.

As Deputy Director for Administration, the Human Resources, Contracts, Procurement, Property Management, Policy Development, Training and Quality Assurance staff will report to Ms. Carter through subordinate supervisors. For the past year, Ms. Carter has been the director of Minnesota's Hennepin County Office of Planning and Development

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responsible for directing Hennepin County's comprehensive policy, planning and strategic analyses. She worked for Hennepin County Children and Family Services for five years managing the contracting function and provided leadership in the area of performance-based contracting. Prior to working for Hennepin County, Ms. Carter managed a \$2.1million multi-facility, multi-service community center program.

Although your Board approved a reaffirmation and expansion of our current hiring/promotion freeze policy, we recommend approval of Mr. Sanders' request to enable him to build the executive management team he needs to be successful in moving the Department in the desired direction.

The requested annual salary of \$127,000 is justified by her past salary history, experience and qualifications for this position. Based on the above, we concur with the Department's request to appoint Ms. Carter to the position of Deputy Director for the Bureau of Administration at an annual salary of \$127,000 effective May 21, 2003.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by May 20, 2003, we will notify Mr. Sanders that he is authorized to proceed with the appointment of Ms. Carter.

Please let me know if you have any concerns about this appointment, or your staff may contact Claudine Crank of this office at (213) 974-2356.

DEJ:DL  
KH:CC:kd

#### Attachments

c: Executive Officer, Board of Supervisors  
Director, Department of Children and Family Services  
Director of Personnel